Defense Property Accountability System (DPAS)

Personal Property

FISCAL YEAR 2003

Close Out Procedures

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Navy PP&E Management Support Team

13 August 2003

Ready. Resourceful. Responsive!

- Background

- Key Dates

- Major Claimant Responsibilities

- Command/PPM Responsibilities

- Navy PP&E Support Team

- Summary

- Prior to conversion to DPAS commands reconciled capital assets with OPLOC

- OPLOC depreciated and reported capital assets

- All General Fund Capital Assets converted to DPAS

- Upon conversion to DPAS OPLOC data no longer used for financial reporting

- General Personal Property now reported to FMO using DPAS data

- Personal Property is

    - Depreciated monthly using DPAS

    - Summarized for all Navy and Reported to FMO quarterly

- Imperative all capital assets are

    - Recorded in DPAS

    - Identified correctly

    - Activated for depreciation

- **Capital assets received in FY-03 must be recorded in DPAS prior to the end of FY-03**

26 Sep 03: All capital assets must be recorded in DPAS and activated for depreciation

27 Sep 03: DPAS databases will be closed down for EOY financial processing

28 Sep 03: Final FY-03 Depreciation to be processed

29 Sep 03: All financial reports will be run

30 Sep 03: Financial reports validated to ensure financial data in balance

1 Oct 03: Begin summarizing all major claimant personal property financial data

2 Oct 03: Return all DPAS databases to operational

10 Oct 03: NLT submit Navy Personal Property financial data to FMO

Major Claimant Responsibilities

- Notify all PPMs/DPAS users of the following:

  - Depreciation Processing scheduled for 28 Sep 03
  - DPAS down Sat, 27 Sep (0800 (EST)) - Thurs, 2 Oct (0800 (EST))
  - All Capital Assets must be activated NLT 0800 (EST) Sat, 27 Sep
  - Zero records with Capitalization Code (CPTL CD) Equal to "N" OR "S" OR "D"
      NOTE: Applies to General Fund Activities Only
  - Military Equipment records with acquisition cost =/> $100K correctly identified
    - Generic nomenclature/Nomenclature reflects NDE
    - Asset Code = T
    - CPTL CD = N/A or blank

- Forward all database clean up spreadsheets/reports to PPM's for action

- Notify Navy DPAS Program Manager that all Capital Assets are activated NLT 0800 (EST) Sat, 27 Sep

Command Personal Property Manager (PPM) Responsibilities

- PPMs/DPAS users:

  - **Do Not** log onto DPAS from 0800 (EST) Sat, 27 Sep – 0800 (EST) Thurs,2 Oct
  - Activate all Capital Assets prior to 1600 (EST) Fri, 26 Sep
  - Ensure all DPAS record's reflect N/A in the Cptl Cd data field
  - Ensure Military Equipment records with acquisition cost =/> $100K are correctly identified
    - Generic nomenclature/Nomenclature reflects NDE
    - Asset Code = T
    - Cptl Cd = N/A or blank
  - Correct August database clean up spreadsheets/reports NLT 1600 (EST) Fri, 26 Sep 03
  - **Contact the Navy PP&E Management Support Team for questions/help**
  - Notify Major Claimant NLT 1600 (EST) Fri, 26 Sep 03, that all General Property Capital Assets have been activated for depreciation

NAVY PP&E MANAGEMENT SUPPORT TEAM

- Navy PP&E Management Support Team will:

  - Ensure Depreciation is scheduled to process on Sun, 28 Sep
  - Contact DECC Dayton to turn off/on Navy databases
  - Draft End of FY-03 Close Out Procedures Message
  - Forward August database cleanup spreadsheets/reports NLT Tuesday 16 Sep
  - Provide help to all users with FY-03 depreciation processing
  - Notify Major Claimants if incorrect records exists in DPAS
  - Process final query 27 Sep to ensure all Capital Assets are activated
  - Notify DPAS PM NLT 1200 (Sat), 27 Sep, databases ready for end of FY-03
  - Process FY-03 depreciation reports 29 Sep 03
  - Verify all capital asset financial report values are in balance
  - Summarize Navy financial data into FMO's Data Collection Instrument (DCI)
  - Submit DCI to FMO NLT 10 Oct 03
  - Retain copies of all FY-03 financial reports

• Remember Key Dates!!!

• Process database cleanup spreadsheets

• **Questions/problems contact the Navy PP&E Management Support Team _IMMEDIATELY_!!!!**

• The NAVY is committed to supporting OSD's goals of generating reliable, accurate, and timely financial management information